

How to Transfer Items to this season's Sale

1. Log into your account <https://www.myconsignmentmanager.com/midcoastkidsconsignmentsale/>
2. Click "Manage Inventory" from the top menu bar
3. Click on "Item Transfers" tab and select 1) Mid-Coast Kids Consignment Sale Fall 2016 (closed) and 2) Mid-Coast Kids Consignment Sale Fall 2017 (active)
4. Go to "Status" (see arrow). Click on the down arrow and select "Not Sold". Then move to the left and click on the "Refresh" button in green. The data should refresh and only your non-sold items should appear.

The screenshot shows the 'Item Transfers' interface. The 'Manage Inventory' tab is circled in red. Below it, the 'Item Transfers' tab is also circled in red. The interface includes dropdown menus for 'Transferring From' (Mid-Coast Kids Consignment Sale FALL 2016 (closed)) and 'Transferring To' (Mid-Coast Kids Consignment Sale Spring 2017 (active)). A green button labeled 'Transfer Item(s) Now' is visible. Below the transfer options is a table of items with columns for Item, Desc / Brand Name, Description, Category, Size, Price, Dis., Don., Seller#, Status, and Status. A blue arrow points to the 'Status' dropdown menu in the table header, which is currently set to 'Not Sc'. The table shows several items, including puzzles, a purple knit hat, Leapster cartridges, a boys bike, a book, a Cherokee dress, and an Old Navy purple dress.

Item	Desc / Brand Name	Description	Category	Size	Price	Dis.	Don.	Seller#	Status	Status
238	puzzle		Toy	Not applicable	\$1.00	Yes	No	0001	Not Sold	Generated
233	puzzles		Toy	Not applicable	\$1.00	Yes	No	0001	Not Sold	Generated
227	purple knit hat		Girl's Clothing	Not applicable	\$1.00	Yes	No	0001	Not Sold	Generated
218	Leapster cartridges	various preschool games	Toy	Not applicable	\$2.00	Yes	No	0001	Not Sold	Generated
204	Boys bike 16 inch wheels		Toy	Not applicable	\$25.00	Yes	No	0001	Not Sold	Generated
201	Trumpet of the Swan	The Littles Have a Wedding	Book	Not applicable	\$1.00	Yes	No	0001	Not Sold	Generated
189	Cherokee dress	purple	Girl's Clothing	5T	\$1.00	No	No	0001	Not Sold	Generated
188	Old Navy purple dress		Girl's Clothing	5T	\$1.00	No	No	0001	Not Sold	Generated

5. Click on the box next to the Item Number that you want to transfer. Remember you can only do 216 items at a time.
6. Click on the green "Transfer Item(s) Now button
7. Read the pop-up screen that reminds you to check your seller number. Click on OK.
8. The items will now be gone from your screen.
9. Click on "Manage Inventory". It will show you the newly imported entries as current items. Done!